



DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

SUBJECT VACATION SCHEDULING	POLICY NO. 603.5	EFFECTIVE DATE 10/1/89	PAGE 1 of 1
APPROVED BY: original signed by: ROBERTO QUIROZ Director	SUPERSEDES 707.04 4/2/79	ORIGINAL ISSUE DATE 4/2/79	DISTRIBUTION LEVEL(S) 1

PURPOSE

- 1.1 To provide guidelines to allow Department of Mental Health (DMH) management to schedule vacations in a manner that continues service to the public.

POLICY

- 2.1 DMH management shall schedule staff vacations so as to ensure essential workload coverage at all times. Supervisors may limit the number of persons off during any one period to meet the needs of our service to patients and other members of the public.
- 2.2 Supervisors should request employee vacation requests early in the calendar year to enhance advanced planning for staff coverage and employee personal plans. Supervisors shall be guided in determining vacation schedule of employees by the conditions of Memoranda of Understanding, where applicable.

AUTHORITY

Department of Mental Health Policy